HUMAN RESOURCES USER'S GUIDE

WITC
Hiring System

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INTRODUCTION

Welcome to the Wisconsin Indianhead Technical College Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

1) Review Requisitions
2) Search and Review Applicants
3) Create and Review Templates
4) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system. If you have any questions, please call (512) 997-2500.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 5.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

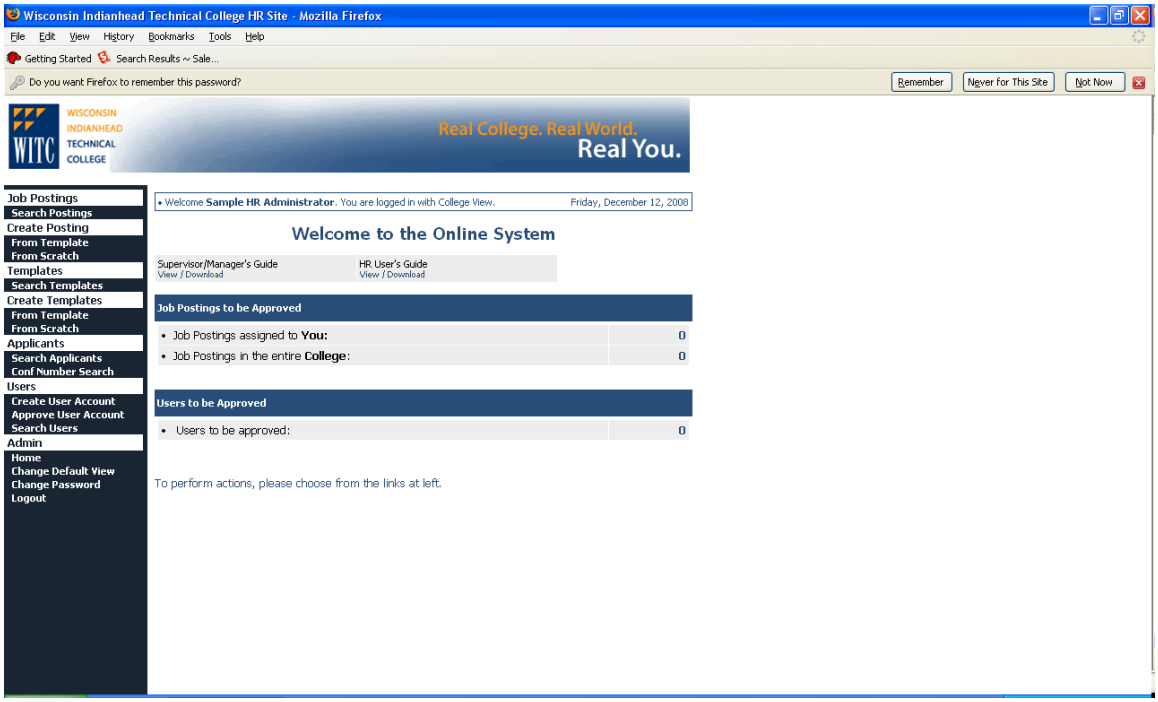
GETTING STARTED

WITC.PEOPLEADMIN.COM/HR

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:

Wisconsin Indianhead Technical College HR Site - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Getting Started Search Results ~ Sale...
WISCONSIN INDIANHEAD TECHNICAL COLLEGE
WITC
Real College. Real World. Real You.
Users
Create User Account
User Login
Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click the Create User Account link on the navigation bar.
User Name:
Password:
LOGIN
You are about to log in to a secure system. When you are finished, please click the Logout link on the navigation bar to ensure that others cannot access the information in the system.

The Welcome Screen appears after you log in, and should appear similar to the following screen:



This page is designed to help you keep track of the actions required by you or your department.

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.

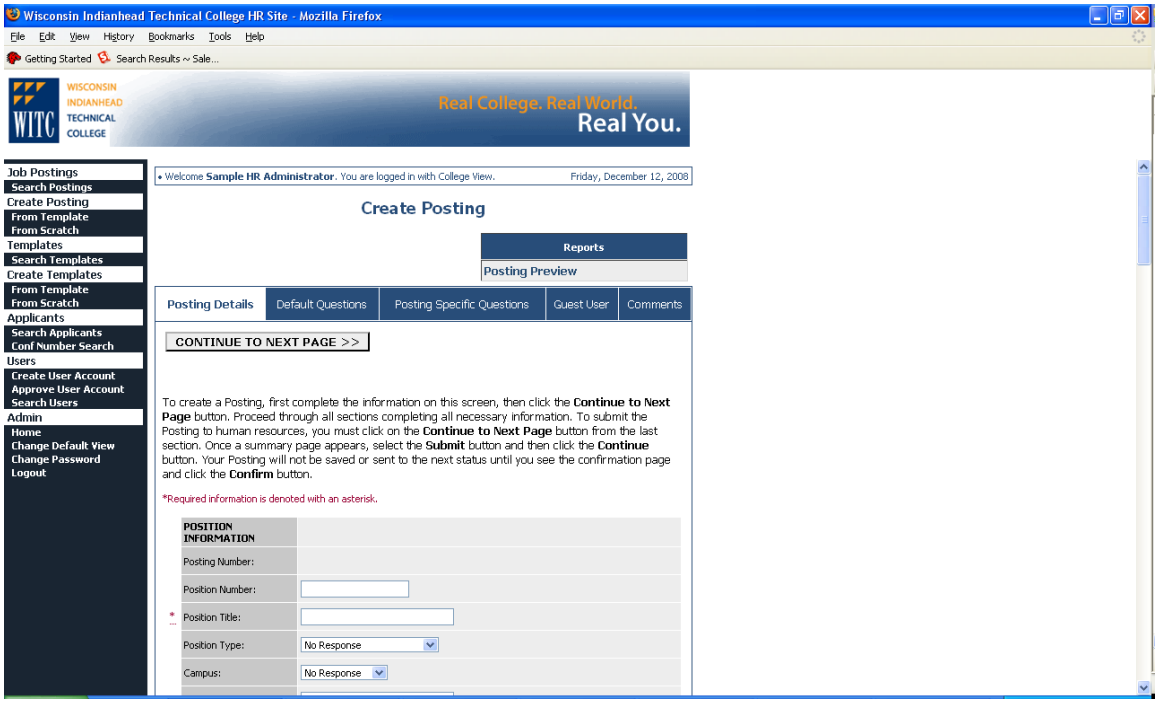
CREATING A REQUISITION (f1)

To create a Requisition, begin by clicking a link under the header “Create Requisition (F1)”. Your are options are:

- From a Template (where several fields are predefined)
- From a Previous Posting
- From Scratch

Entering Requisition Information

In the following example, the "From Template” option was selected. After clicking on the template you want to use, you should see a screen similar to the following:


Wisconsin Indianhead Technical College HR Site - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Getting Started Search Results ~ Sale...
WISCONSIN INDIANHEAD TECHNICAL COLLEGE
WITC
Real College. Real World. Real You.
Job Postings
Search Postings
Create Posting
From Template
From Scratch
Templates
Search Templates
Create Templates
From Template
From Scratch
Applicants
Search Applicants
Conf Number Search
Users
Create User Account
Approve User Account
Search Users
Admin
Home
Change Default View
Change Password
Logout
Welcome Sample HR Administrator. You are logged in with College View.
Friday, December 12, 2008
Create Posting
Reports
Posting Preview
Posting Details
Default Questions
Posting Specific Questions
Guest User
Comments
CONTINUE TO NEXT PAGE >>
To create a Posting, first complete the information on this screen, then click the Continue to Next Page button. Proceed through all sections completing all necessary information. To submit the Posting to human resources, you must click on the Continue to Next Page button from the last section. Once a summary page appears, select the Submit button and then click the Continue button. Your Posting will not be saved or sent to the next status until you see the confirmation page and click the Confirm button.
*Required information is denoted with an asterisk.
POSITION INFORMATION
Posting Number:
Position Number:
Position Title:
Position Type:
No Response
Campus:
No Response

There are several tabs across the top of the screen. When you first enter this screen, you will be in the “Posting Details” tab. The data fields should approximate the information captured in your current system. Your data fields may be slightly different from those pictured due to customization.

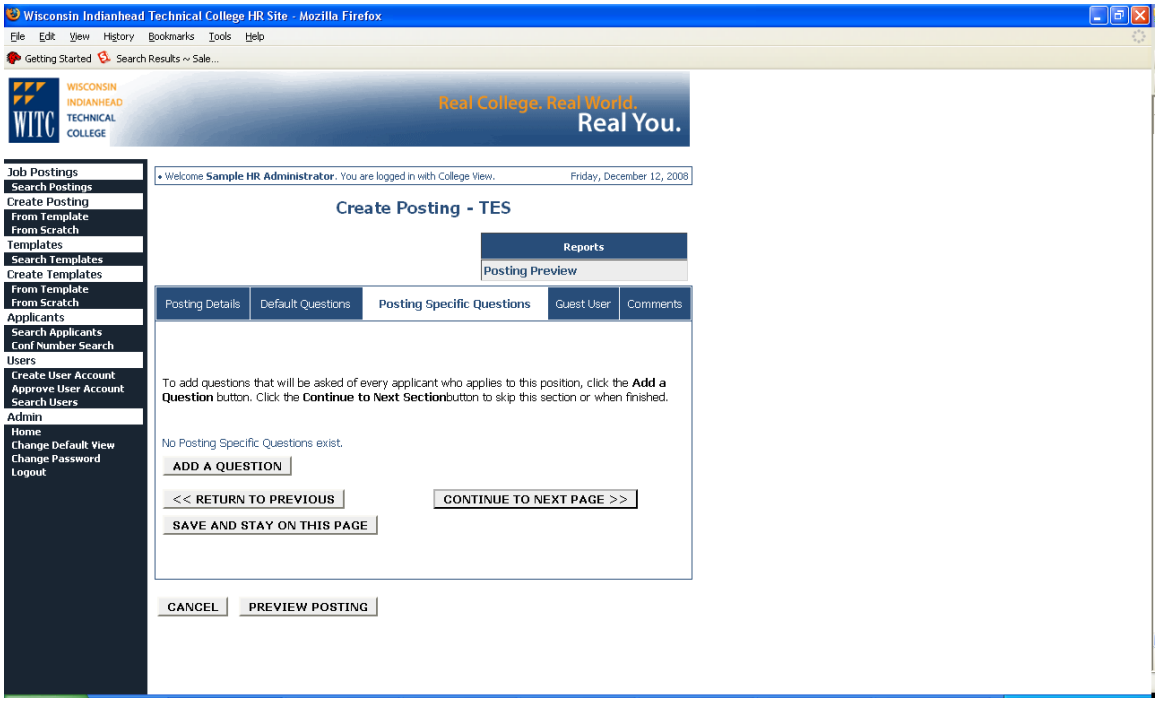
A few notes about this screen:

1. Fields with an Asterisk (*) are required, so if you do not include information in the field, an error message will appear and you will be required to complete it.
2. **VERY IMPORTANT:** A Requisition is **Not Saved** until after you have completed the final step of the process, clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have edited will be saved.

TIP: Certain fields you enter on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

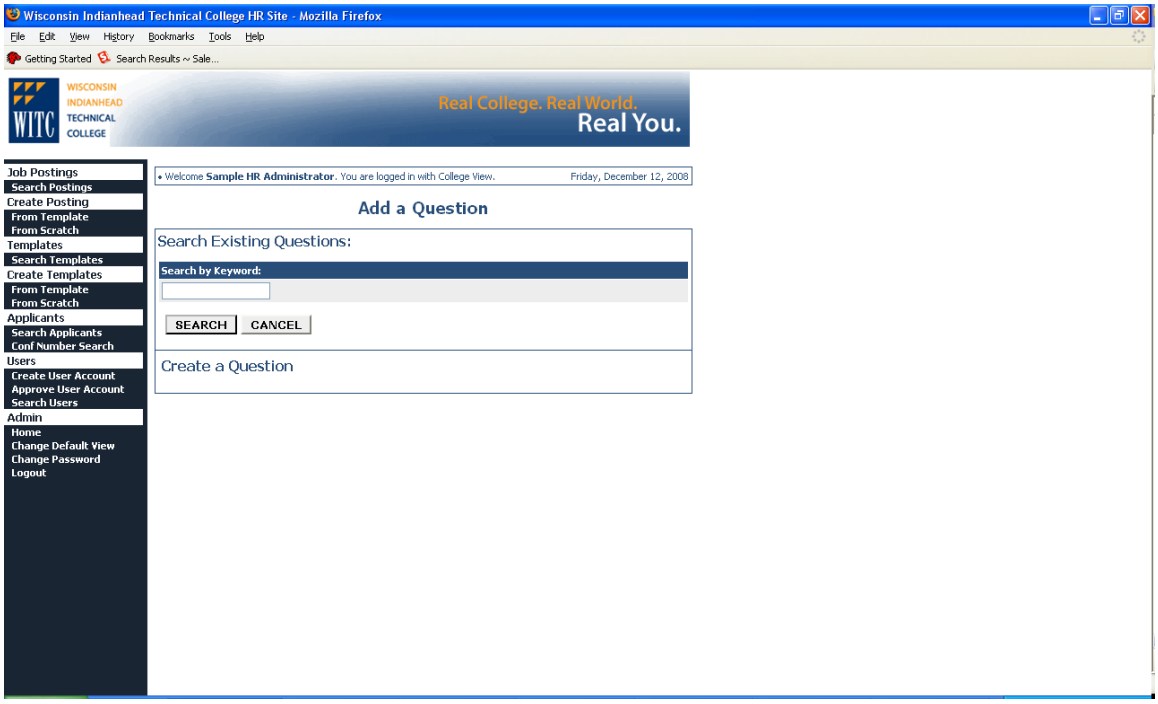
Adding Screening Questions

Posting Specific (screening) Questions are individual questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may create those questions in this section.



If you are not adding any Screening Questions, click the **Continue to Next Section** button.

To add a Screening Question to this Requisition, click on the **Add a Question** button, which returns the following page:



The first step is to search existing questions. You can enter a keyword to search the question text (or leave the field blank). After you click **Search**, the system will return a list of all questions that have been entered previously by Human Resources or Hiring Managers for other Requisitions. Select one of the questions from the list if it is appropriate for this Requisition.

If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Create a Question** link at the bottom of the Search Results screen.

Wisconsin Indianhead Technical College HR Site - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Getting Started Search Results ~ Sale...
WISCONSIN INDIANHEAD TECHNICAL COLLEGE
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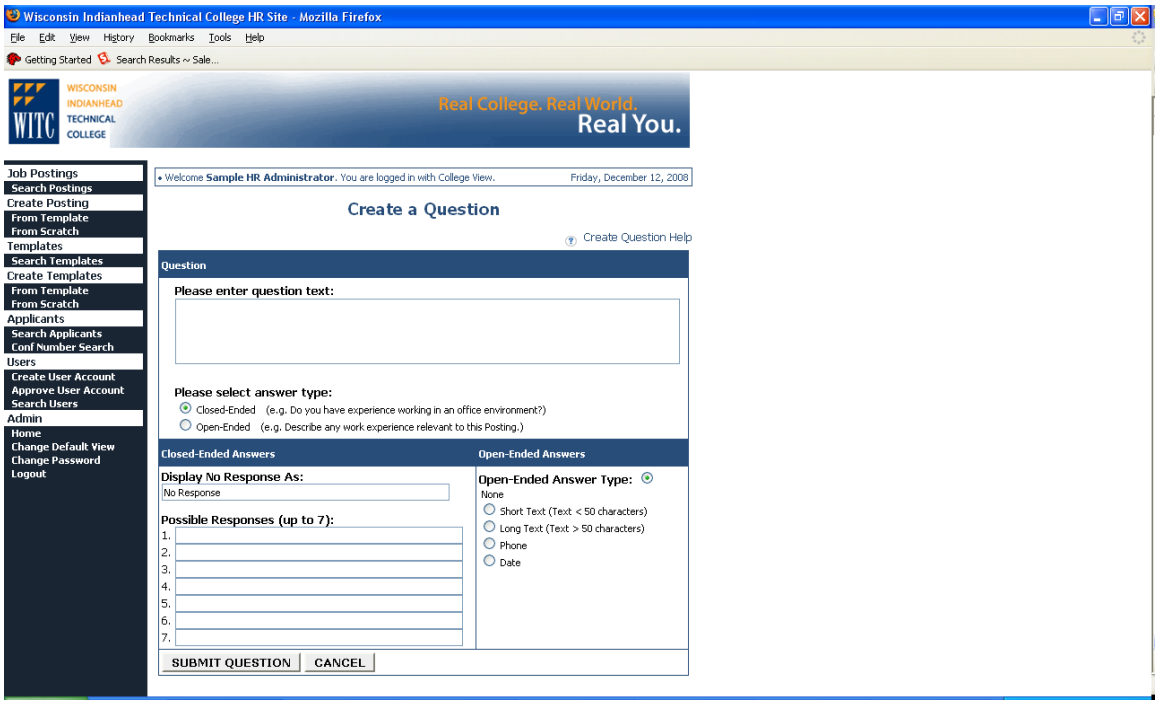
Job Postings
Search Postings
Create Posting
From Template
From Scratch
Templates
Search Templates
Create Templates
From Template
From Scratch
Applicants
Search Applicants
Conf Number Search
Users
Create User Account
Approve User Account
Search Users
Admin
Home
Change Default View
Change Password
Logout
Welcome Sample HR Administrator. You are logged in with College View.
Friday, December 12, 2008
Add a Question
Search Existing Questions:
Search by Keyword:
SEARCH
CANCEL
Search Results
11 Records
Question Text
Are you willing to travel to job related conferences? View/Add
How many years of experience do you have as a carpet technician? View/Add
Are you a Professional Engineer (P.E.)? View/Add
Do you currently hold a Ph.D. or are you A.B.D? View/Add
How did you hear about this employment opportunity? View/Add
What have you done in previous jobs that makes you qualified for the one fo... View/Add
Please describe any experience you have that would qualify you for this pos... View/Add
Please explain your experience working with planning, staffing, developing,... View/Add
Do you have a Master's degree with a major in nursing (MS or MSN); or maste... View/Add
Tell us about your experience in teaching and classroom preparation. View/Add
Tell us about your experience with computer applications and software such ... View/Add
Create a Question

After clicking the **Create a Question** button, the following screen will appear:



Step 1: *Please enter question text:* Enter the text of the question you wish to ask all candidates who will apply to this Posting.

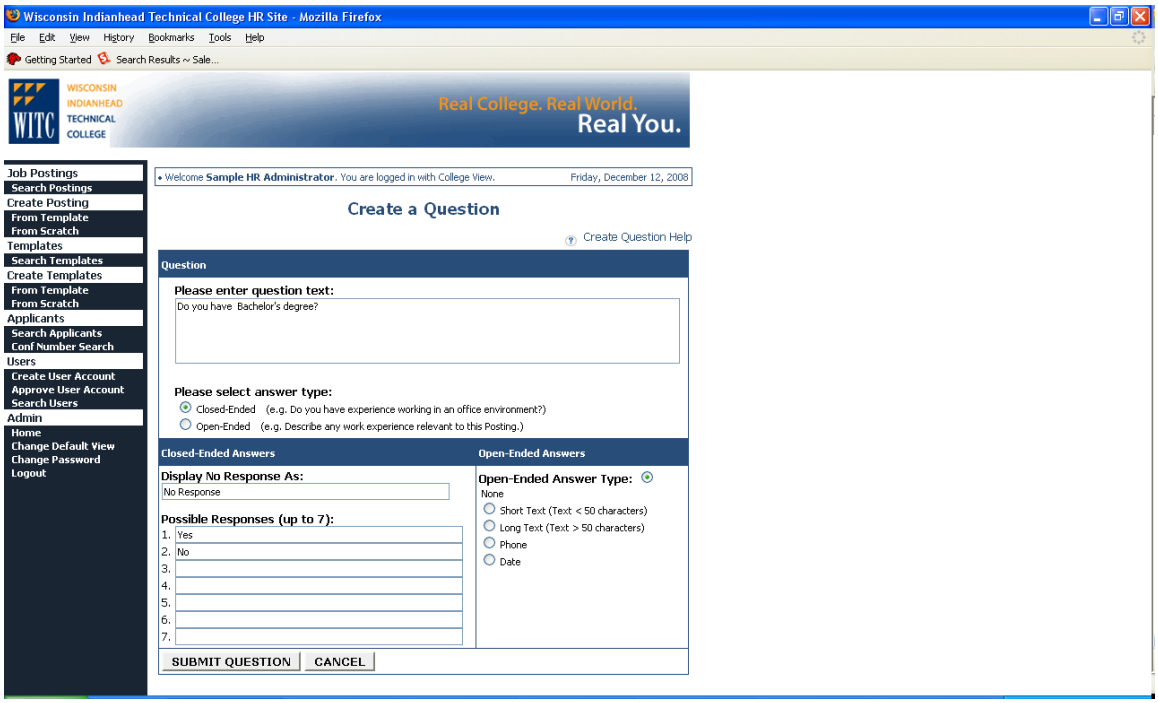
Step 2: *Please select answer type:* select either Closed Ended or Open Ended – described in the following sections.

Step 3: Enter answer choices or select answer format based upon your selection in step 2.

Adding Closed Ended Questions

Closed Ended questions require a multiple-choice answer. For example:

Do you have Bachelor's degree?
Possible Responses: Yes or No



After selecting the “Closed Ended” radio button, enter the answer choices that candidates can choose from in the boxes labeled “Possible Responses”. In this case, you would enter:

1. *Yes*
2. *No*

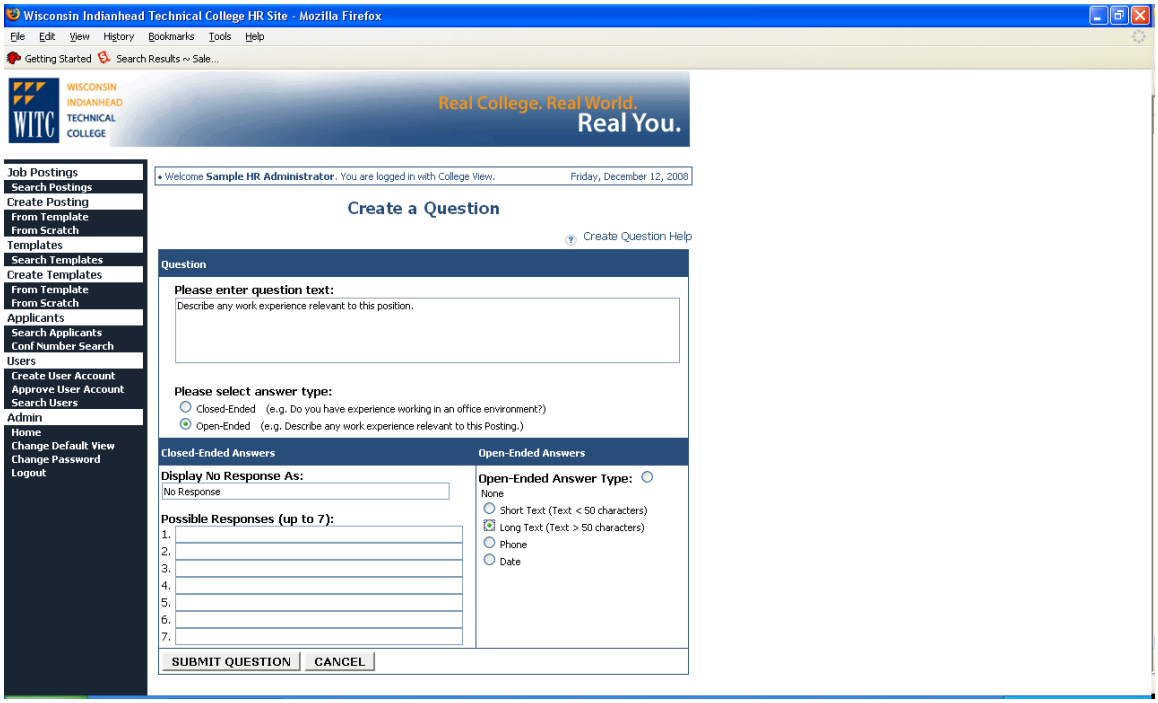
Adding Open Ended Questions

Open Ended questions do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

After selecting the "Open Ended" radio button, select one of the answer-type choices from the right side of the screen. To limit the length of a candidate's response to less than 50 characters, select **Short Text**. Otherwise, select **Long Text** (Text > 50 characters). If a phone or a date is the required response, select the **Phone** or the **Date** options.

In the following example, **Long Text** was selected as the answer-type for the open-ended question.



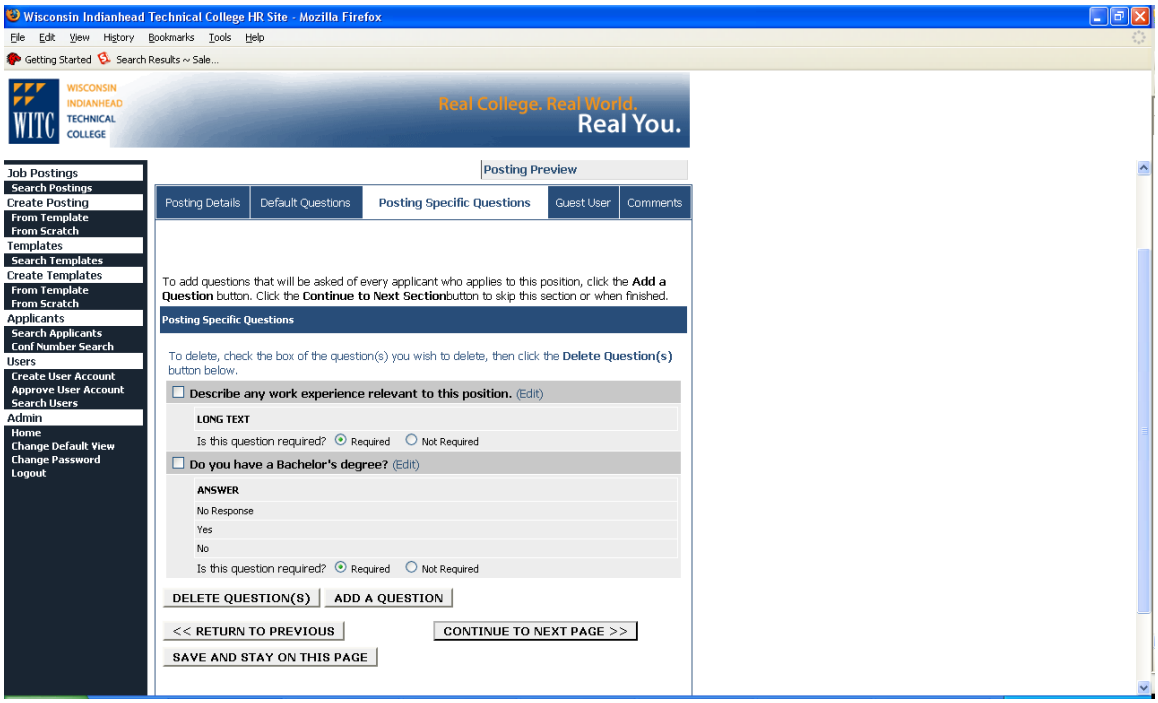
The next step is to click on the **Submit Question** button at the bottom of the screen. This attaches the question to the Requisition, and every applicant who applies to this Requisition will be asked this question.

After you click **Submit Question**, you should see a screen similar to the following. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.

From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the box next to the relevant question and clicking the **Delete Question(s)** button.

You also have the ability to **Require** an applicant to provide an answer to the question you added. The applicant will not be allowed to proceed without answering a question with the "Required" status.

If you spot a typo in your question, click on the **Edit** link at the end of the question to correct it.



When you have finished adding screening questions for this Requisition, click the **Continue to Next Section** button.

Activating Guest Users

Guest User accounts are used by committee members. If your Requisition involves committee review, you may set up a special account that will be used by members of the review committee to log in to the system and view the Applicants to this Requisition.

Guest Users are only able to view the applicants to the Requisition(s) to which they are assigned, and are not permitted to take action on any of the applicants. Also, Guest Users are only able to view the Requisition(s) to which they are assigned. When the Requisition is filled, the guest user name and password are automatically deactivated.

To set up a guest user account, click the "Activate Guest User" link.

Wisconsin Indianhead Technical College HR Site - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Getting Started Search Results ~ Sale...
WISCONSIN INDIANHEAD TECHNICAL COLLEGE
Real College. Real World. Real You.
Job Postings
Search Postings
Create Posting
From Template
From Scratch
Templates
Search Templates
Create Templates
From Template
From Scratch
Applicants
Search Applicants
Conf Number Search
Users
Create User Account
Approve User Account
Search Users
Admin
Home
Change Default View
Change Password
Logout
Welcome Sample HR Administrator. You are logged in with College View.
Friday, December 12, 2008
Create Posting - TES
Reports
Posting Preview
Posting Details
Default Questions
Posting Specific Questions
Guest User
Comments
On this screen, you may create an account that will be used by members of the review committee.
Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.
When finished or to skip this section, click the Continue to Next Page button.
Activate Guest User
<< RETURN TO PREVIOUS
CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE
CANCEL
PREVIEW POSTING

After clicking the “Activate Guest User” link, you should see a screen similar to the following:

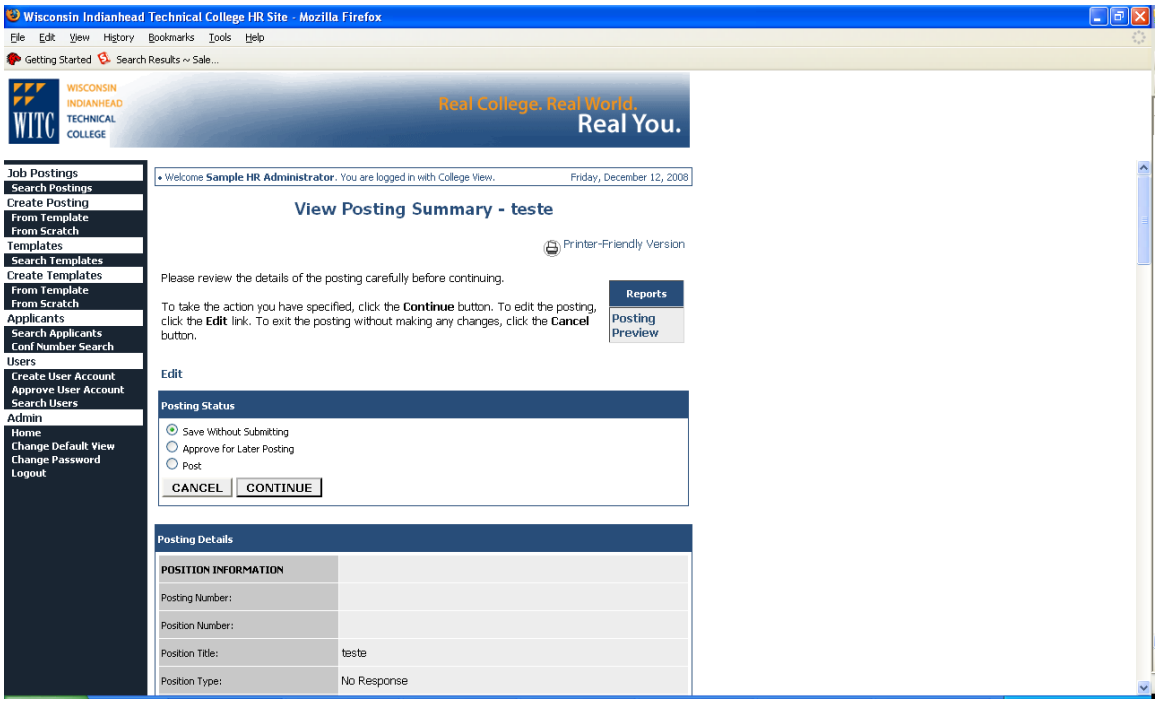
The system automatically assigns a User Name for this Requisition (which will be GU####). You will need to enter a password, which must be between 6 and 20 characters.

Please record this user name and password and notify the Hiring Manager of the user name and password so that he or she can give it to the committee members.

After entering a password for the Guest User, click **Continue to Next Section** to continue to the final step.

Saving / Approving the Requisition

After clicking the **Continue to Next Section** button from the previous screen and viewing any notes associated with the requisition, click on the **Continue to Next Section** or **View Requisition Summary** buttons. You should see a screen similar to the following. Scroll down through this screen to review the information you entered.



The last step is to select one of the choices and click the **Continue** button either at the top or the bottom of this page. After making your selection, click **Continue** to go to the confirmation page:

Press **Confirm** to complete this step.

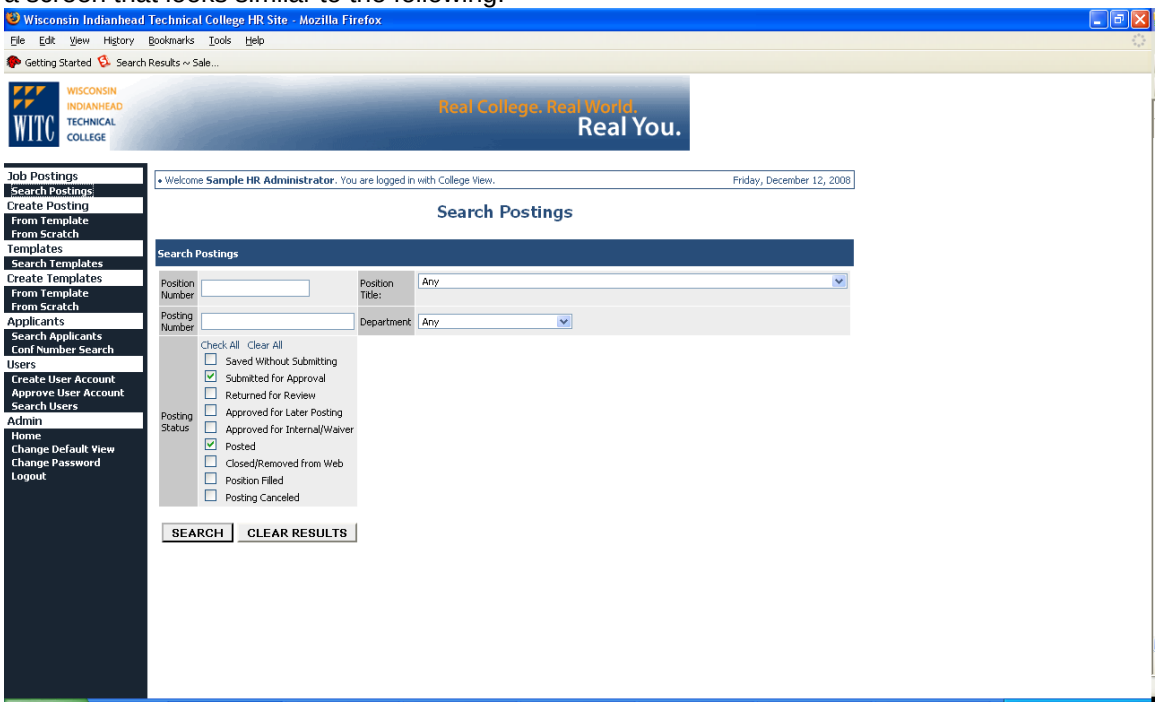
The details of your Requisition are NOT SAVED until you complete this step.

One Page Guide for Creating a Requisition

1) From the HR site, click **Create Posting > From Scratch**
2) Fill in the Posting details
    a. When finished, click **Continue to Next Section**
3) Add screening question(s) (optional…to skip, click **Continue to Next Section**)
    a. From “Screening Questions” section, click **Add A Question**
    b. Click **Search**
    c. Select one of the previously entered questions, or click **Create A Question**
    d. Enter the text of the question
    e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
    f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
    g. Click **Submit Question** to attach the question to the Requisition
    h. Enter additional screening questions, or click **Continue to Next Section**
4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Section**). Click the “Disqualifying” box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Section**
5) On the Hiring Steps tab, enter the appropriate process for this Requisition, with Process Complete as the last step, then click **Continue to Next Section**
6) Assign a “Guest User" if appropriate, then click **Continue to Next Section**
7) Review the Requisition, and edit if necessary. When finished, select the appropriate step and then click **Confirm** on the following screen.

SEARCHING POSTINGS

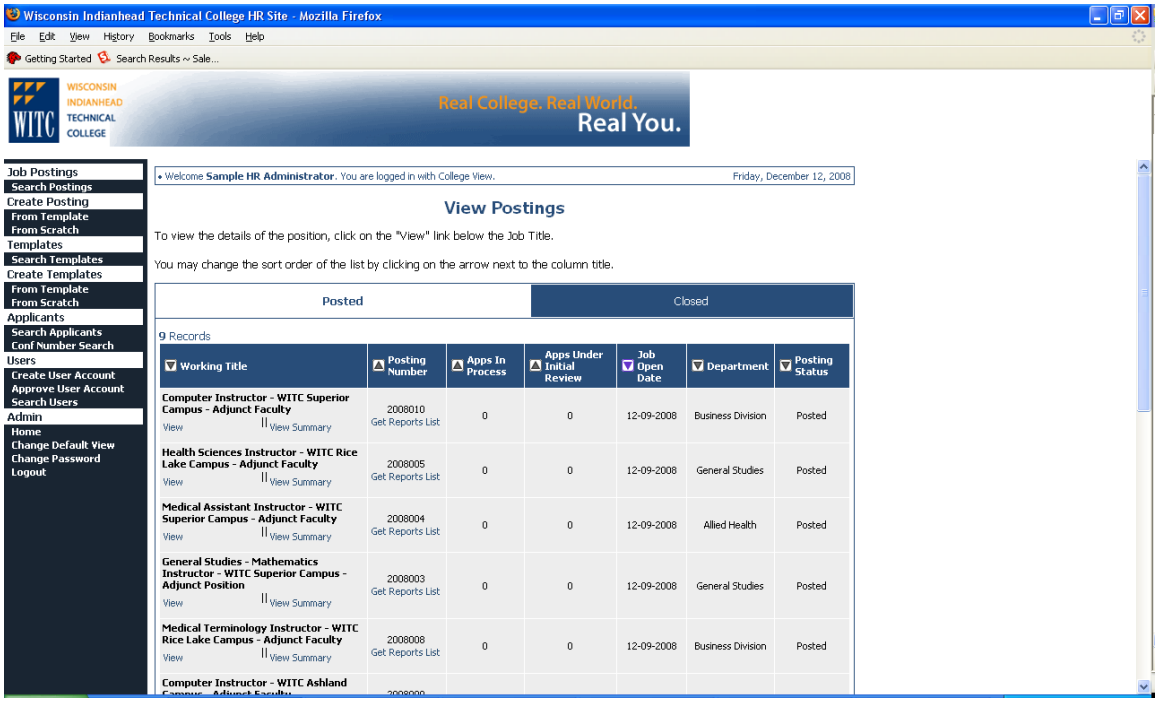
Clicking the **Search Postings** link under the Job Postings heading on the left side will take you to a screen that looks similar to the following:



You may select the criteria to search for Postings from this screen. You may search by some or none of the parameters.

Viewing Postings by Status

After clicking the Search button, you will be taken to a screen similar to the following:



At the top of the screen are tabs that organize your search results by the status of the Posting. In this example, our search returned results of Postings in several statuses, and the "Opened" tab is currently selected.

You may sort Postings within each tab by clicking on the arrows next to the column headings.

Changing the Status of a Posting

The actions which you perform on a Posting are customized based on your hiring process, but may include:

1) Post the Requisition (enable candidates to view it on your Online Employment Site)
2) Close the Posting (remove it from your Online Employment Site)
3) Fill the Posting (designate that the Posting has been filled)
4) Place a Posting on Hold (stop accepting applications in order to review current applicant pool, but it may be opened up again in the future)
5) Additional statuses, depending on your hiring process

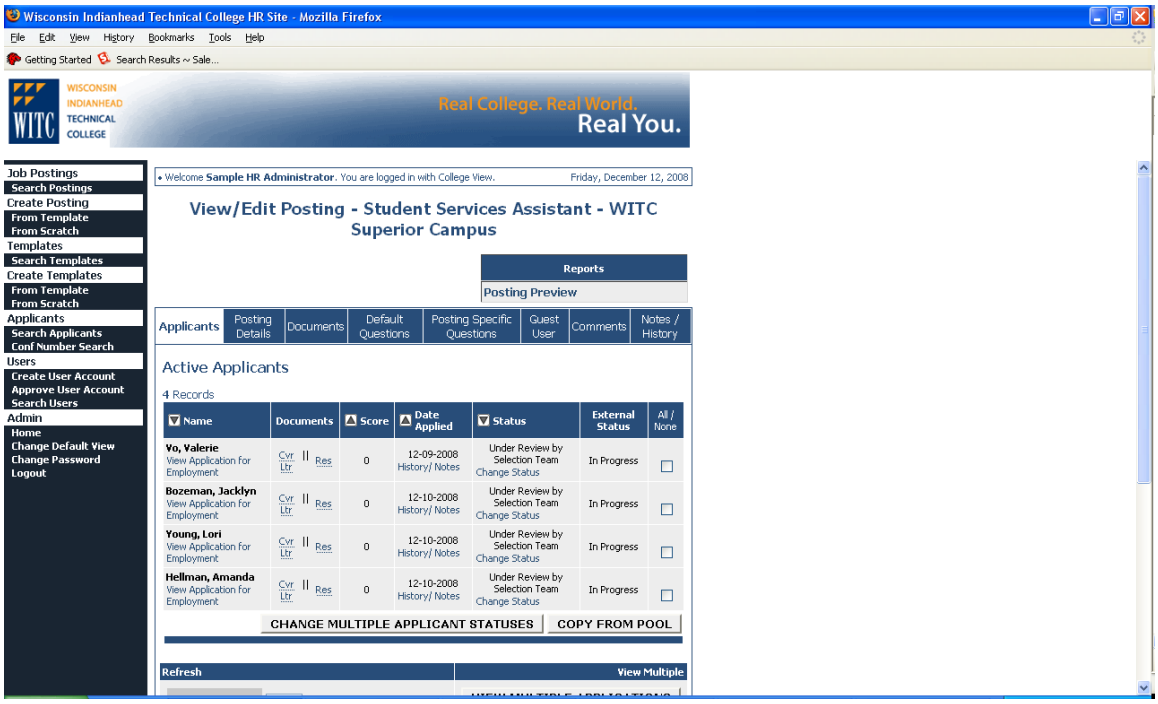
To perform any of these actions, click the appropriate link under “Posting Status”, and then click the “Confirm” button on the ensuing confirmation page. The Posting will then appear under the tab representing its new status (On Hold, Filled, etc.).

APPLICANTS

There are several methods to view applicants in the system. You may view an applicant by clicking “Search” under the Job Postings heading on the left, then selecting the Posting whose applicants you wish to view.

Viewing Applicants to a Posting

In the following example, clicking the word “View” below a position title brings up the following screen:



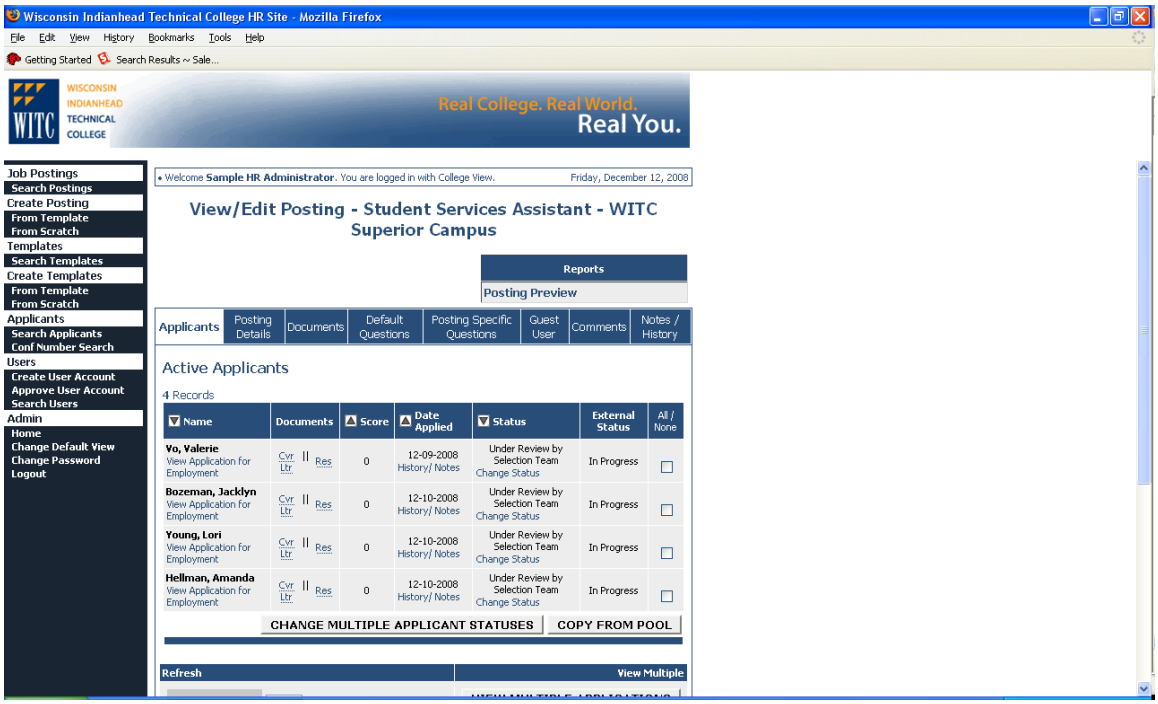
The first tab labeled “Applicants” is a screen listing the Applicants for this Posting. Additional summary information is also provided in this table, including links to uploaded documents (such as resumes and cover letters), date applied, etc. Each column may be sorted by the arrows next to the column heading.

From this screen, you may perform a number of tasks, including:

- Sort and view Applicants by different criteria
- View and print applications
- View and print uploaded documents
- Add notes to a applicant’s record
- Change an applicant’s status

Sorting and Viewing Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the arrow next to the corresponding column heading. Clicking the arrow again reverses the sort order.



The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you filter (view) them by.

You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Viewing and Printing Applicants

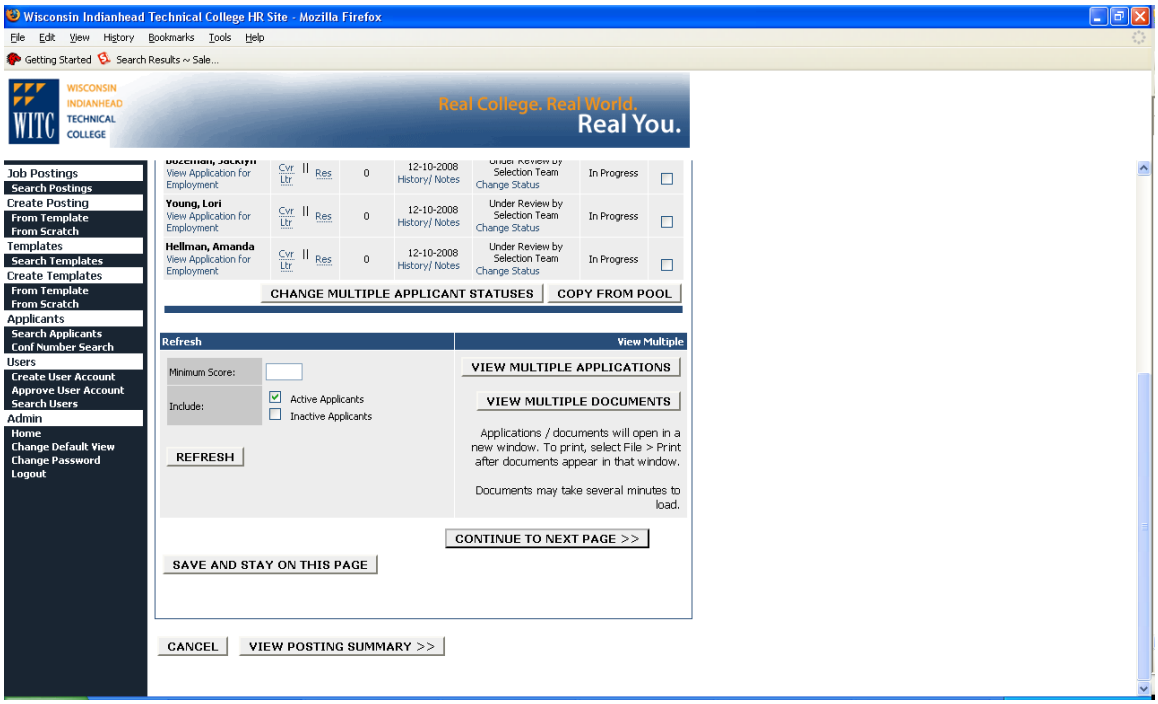
To view and print a single Application, click the "View Application" link under the applicant's name from the "Active Applicants" screen (shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File > Print from your browser's menu to print the application. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Applications** button.
3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select File > Print from your browser's menu to print the application(s).



Viewing and Printing Documents

This process is very similar to printing applications, except the documents are loaded using the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the Applicants you selected to print. Select File>Print from the Adobe Reader menu to print the document. To close the window, click on the "X" in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.
3. Select File>Print from the Adobe Acrobat menu.

Adding Notes to an Applicant's Record

While in the Active Applicants screen, you may add notes to an applicant's record. These notes are saved by the system and can be viewed by all users within the system.

To view the notes for an individual, click the "History/Notes" link under the "Link To" column. After clicking the link, a screen similar to the following will appear:

Once you have completed entering a note for that applicant, click the **Add Notes** button. A confirmation page will appear; after clicking **Confirm** on that page you will see the note you created added to the applicant record. To return to the applicant list, click the **Return** button.

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

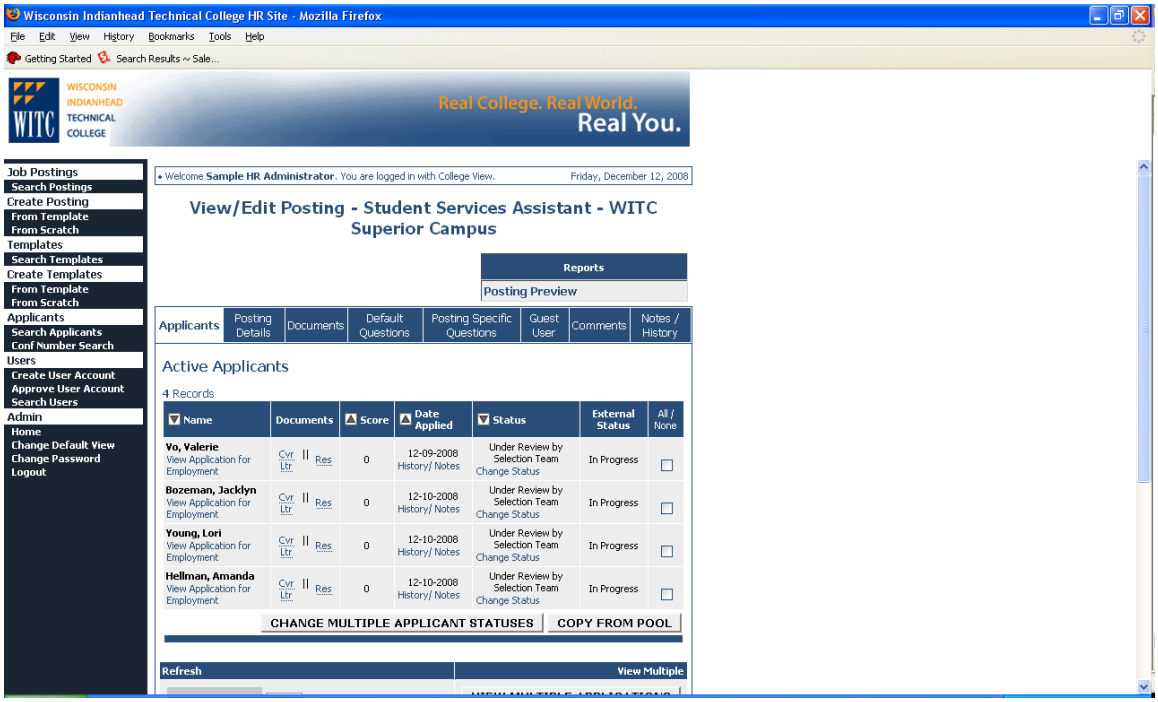
Common History entries you may see for each applicant include:
Incomplete – Attached Application (indicating the applicant clicked the "Apply to this Position" button)
Incomplete – Attached Questions (indicating the applicant clicked the "Submit Questions" button)
Incomplete – Attached Documents (indicating the applicant clicked the "Finished Attaching Documents" button)
Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)
Others may appear, depending on your institution's hiring process.

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant to that step in the process.
Click **Return** to return to the previous screen.

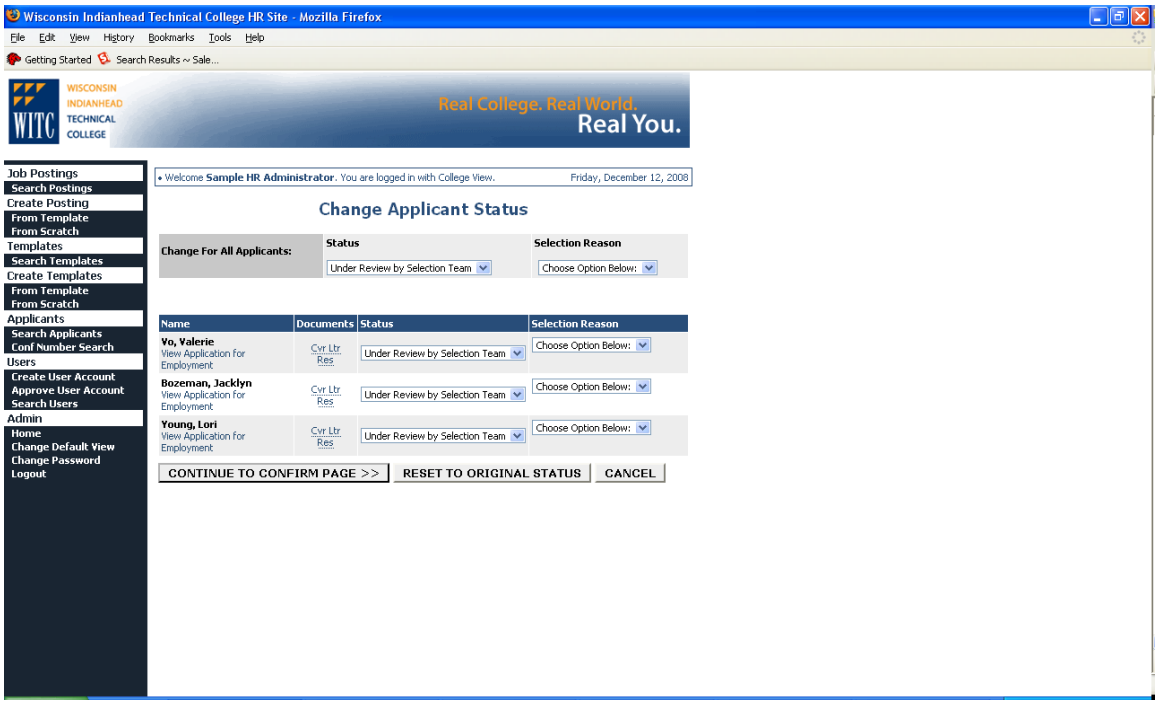
Changing the Status of Applicants

While in the Active Applicant display screen, you can change the status of applicants as you review their applicants, interview them, and make a final decision. To change the status of one applicant, click the “Change Status” link under the Status column heading.

To change the status of multiple applicants at the same time, check the box under the “All/None” column for each applicant that you wish to change, then click the button labeled **Change Multiple Applicant Statuses**. You may also click the “All” link to select all applicants at the same time. To deselect all applicants, click the “None” link.



After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:



Under the “Status” column appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

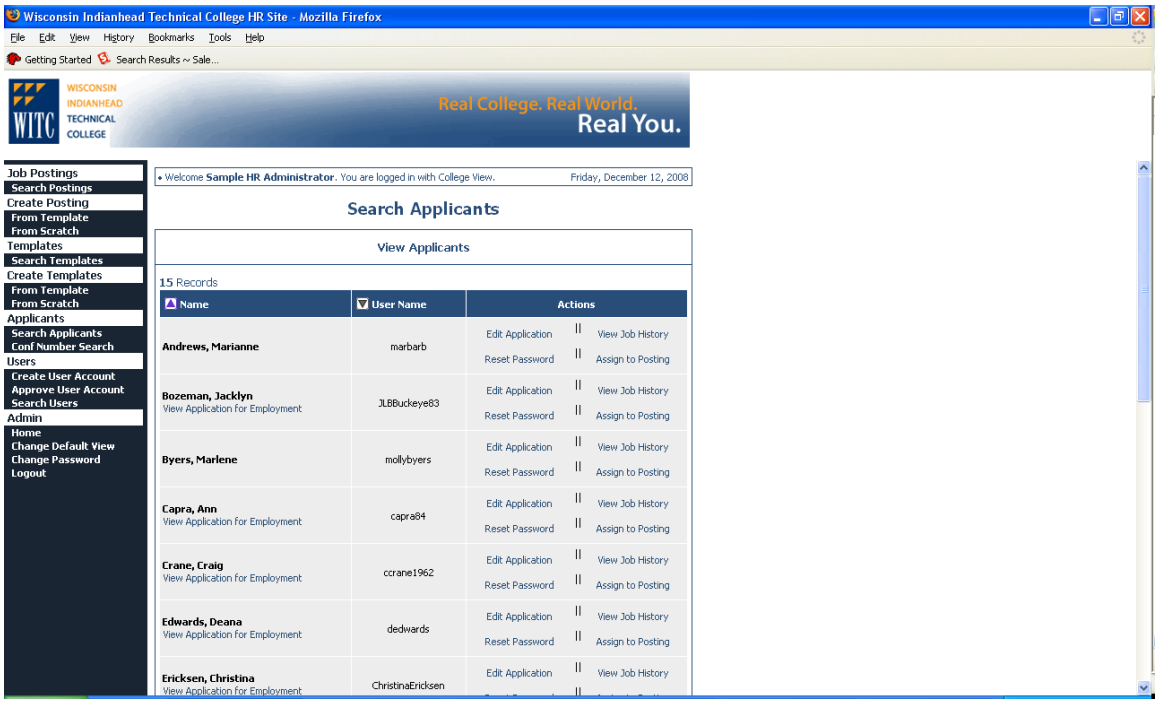
You may also change all selected applicants’ statuses at the same time, to the same status, by using the “Change For All Applicants” feature at the top of the screen. After setting all applicants’ statuses using the “Change For All Applicants” feature, you can change individual applicant statuses below.

After clicking on the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

Searching Applicants by Name

You may search for a specific applicant by first name, and last name. To begin, click the “Search Applicants” link under Applicants on the left side of the screen and a screen similar to the following will appear:

This screen will most commonly be used when an applicant calls your office and asks for the status of his/her application. After obtaining the applicant's name, click the **Search** button. The following screen will appear after clicking the **Search** button on the Search Applicants page. For the below example, no name was entered, so a list of all applicants was returned.



You may also search the first and last name fields by partial names by entering just the portion of the name for which you wish to search. For example, if you enter "LIZ" in the first name field, you would receive all applicants who have "LIZ" in their first name. This would include "Liz", "Lizzy" as well as "Elizabeth". The search is not case sensitive.

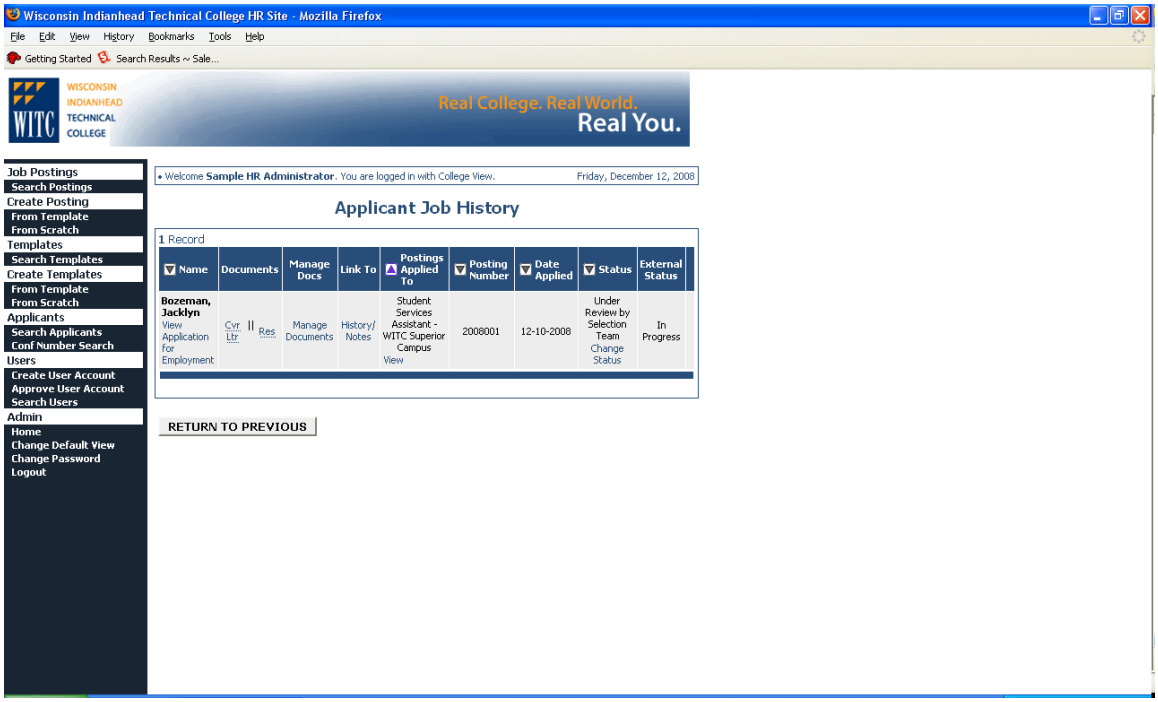
To reverse the order of the sort, click on the arrow next to the title of the column (e.g. "Name").

Options under the “Action” column:

- **View Job History** – this will display a list of the job openings for which the applicant has applied.
- **Reset Password** – this will allow you to reset an applicant’s password. For security purposes, you are not able to view their password, just reset their password to their user name.
- **Assign to Posting** – this will allow you to assign an applicant to a job opening.

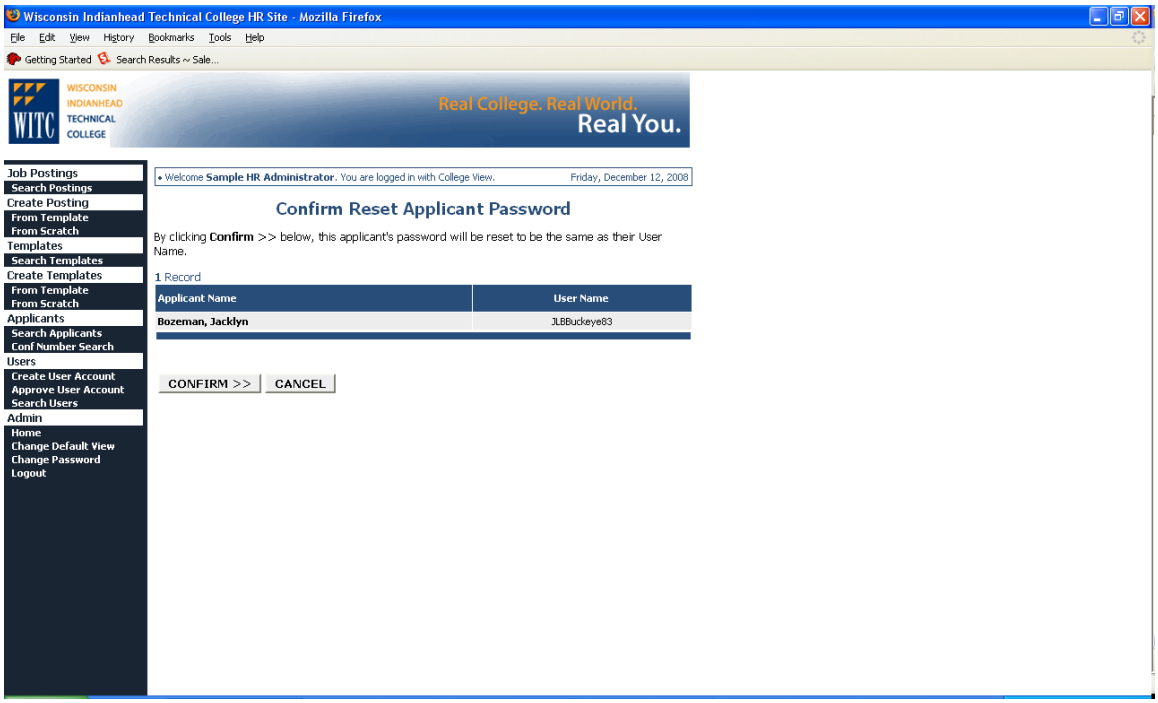
Viewing Postings for which an Applicant Has Applied

Click **View Job History**, which will take you to a screen similar to the following. From this screen you can change the applicant's status, or view details of the individual's application for the Posting for which the applicant has applied.



Resetting an Applicant's Password

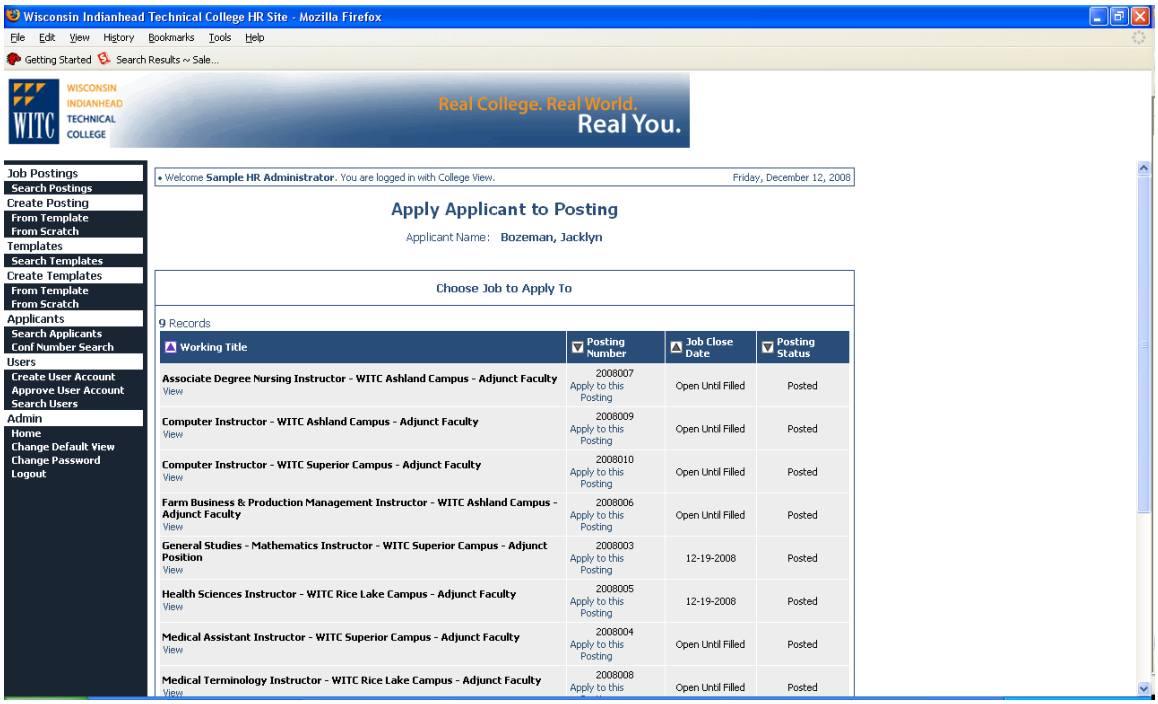
The applicant site is set up with a self-retrieval mechanism for Applicants who forget their password. However, it is possible that you may need to reset an individual's password for them. From the Search Applicants results screen, click **Reset Password** and the following screen will appear. Press **Confirm** to confirm the change, or cancel to return to the previous screen.



After you click **Confirm**, the applicant's password and username will be the same. You should instruct the applicant to change his/her password the next time he/she logs in.

Assigning an Applicant to a Posting

The system allows HR users to assign Applicants to Postings from the applicant search results. To begin, click on “Assign to Posting”. This will take you to the following screen:



You may apply the applicant to any Posting on the screen by selecting the “Apply to this Posting” link. You will then have the ability to answer or skip any posting specific questions. If you skip them, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you choose to answer questions, you will be able to attach documents or skip attaching documents for the applicant. If you skip attaching documents, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

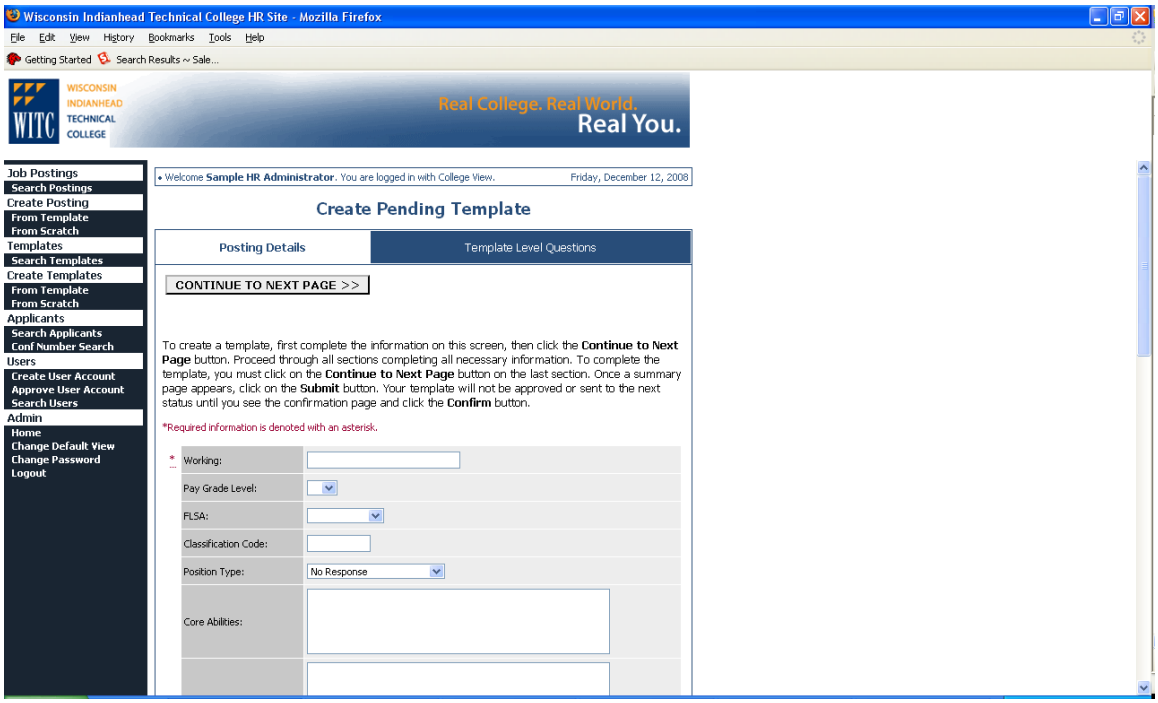
If you click the “Finish Attaching Documents” button, the applicant will be qualified and moved to the appropriate status. You can always change this status when you are finished.

TEMPLATES

To eliminate the need for users to retype repeating information every time a similar Requisition is created, the system enables HR users to create “Templates.” Whenever a Requisition is created from a template, all the information from that template will be copied over to the Requisition.

Creating a Template

To begin, click “From Template” or “From Scratch” under the Create Templates header on the left navigation bar. You should see a screen similar to the following.


Wisconsin Indianhead Technical College HR Site - Mozilla Firefox
File Edit View History Bookmarks Tools Help
Getting Started Search Results ~ Sale...
WISCONSIN INDIANHEAD TECHNICAL COLLEGE
WITC
Real College. Real World. Real You.
Job Postings
Search Postings
Create Posting
From Template
From Scratch
Templates
Search Templates
Create Templates
From Template
From Scratch
Applicants
Search Applicants
Conf Number Search
Users
Create User Account
Approve User Account
Search Users
Admin
Home
Change Default View
Change Password
Logout
Welcome Sample HR Administrator. You are logged in with College View.
Friday, December 12, 2008
Create Pending Template
Posting Details
Template Level Questions
CONTINUE TO NEXT PAGE >>
To create a template, first complete the information on this screen, then click the Continue to Next Page button. Proceed through all sections completing all necessary information. To complete the template, you must click on the Continue to Next Page button on the last section. Once a summary page appears, click on the Submit button. Your template will not be approved or sent to the next status until you see the confirmation page and click the Confirm button.
*Required information is denoted with an asterisk.
Working:
Pay Grade Level:
FLSA:
Classification Code:
Position Type:
No Response
Core Abilities:

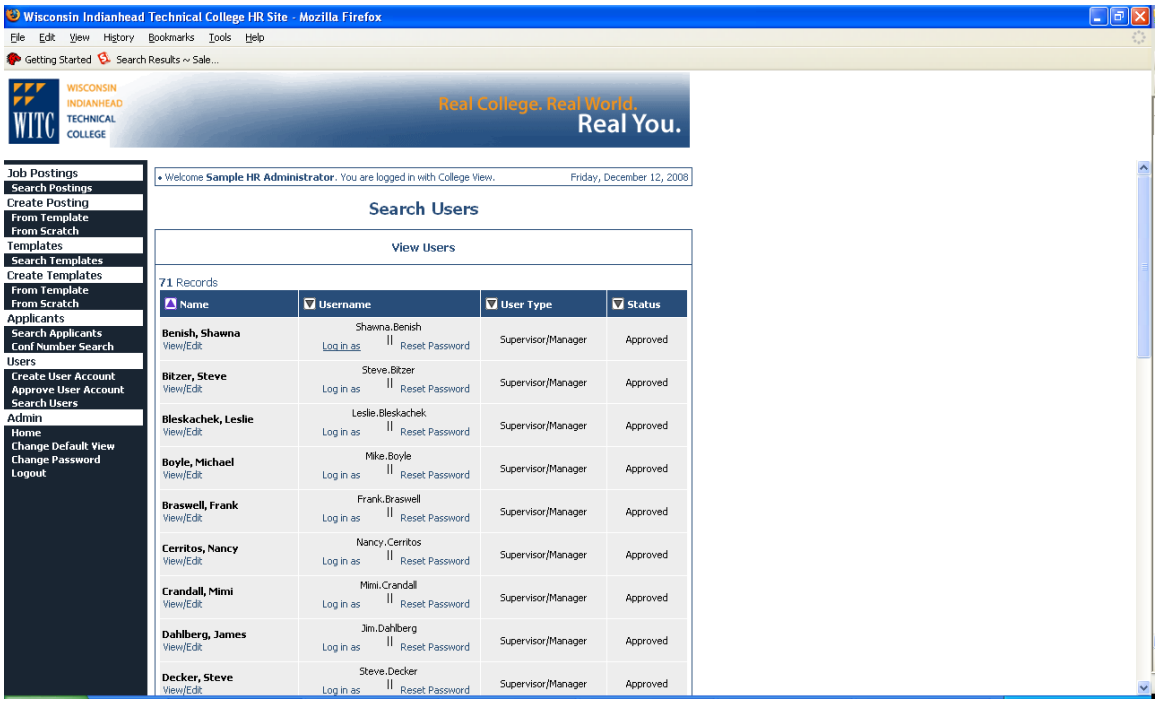
ADMINISTRATION

Logging In as a Hiring Manager

Selecting this option enables you to see the site as a Hiring Manager sees it, with the same permissions. This also allows you to see all Postings assigned to that Hiring Manager. This can serve as a valuable training tool as you introduce this system throughout your Institution.

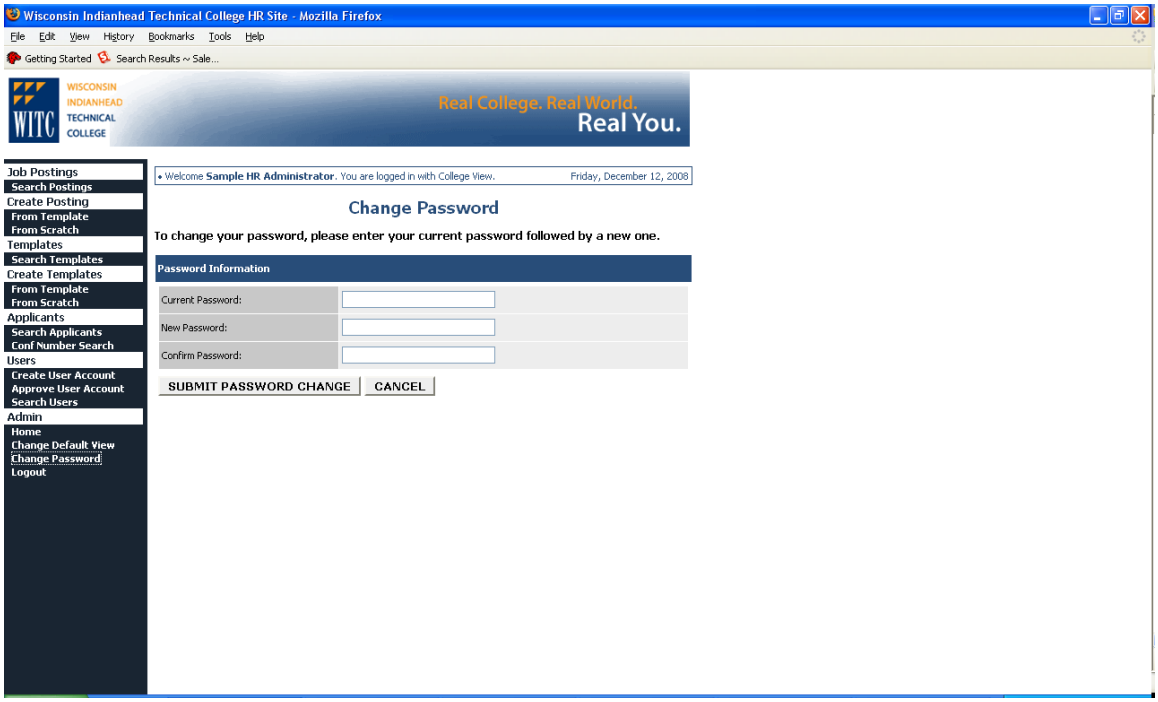
For questions about functionality when logged in as a Hiring Manager, please see the Hiring Manager User Manual.

To Log Out of Hiring Manager and return to your normal Human Resources views, click the link on the lower left side titled “Logout of Hiring Manager” (this link appears when you are logged in as a Hiring Manager).



Changing Passwords

To change your password, click the “Change Password” link on the left navigation bar, and enter the required information. The change will be updated automatically.



Logging Out

To ensure the security of the data provided by applicant, **the system will automatically log you out after 60 minutes if it detects no activity.** Anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the Logout link located on the bottom left side of your screen.